Applying for Limited Practice Law Graduate Certificate
Rule 39(c)(5), Rules of the Arizona Supreme Court

STEP 1: Determine if you eligible (see also termination of certification):

1) Graduate from an accredited law school
2) Have not been convicted of a serious offense as defined in A.R.S. § 13-706
3) Submit to the Committee on Character and Fitness an application within 90 days of the issuance of a juris doctor degree

STEP 2: Complete the application process (forms are found here: https://www.azcourts.gov/Portals/21/A_Law%20Graduate%20Limited%20Practice%20Rule%2039(c)(5)_Packet_Fillable.pdf?ver=2020-04-30-161314-433)

1) Complete (print/type/initial applicable statements) the *Application for Law Graduate Limited Practice Certification* form in full. Note that the form must be completed in full and signed (wet or electronic signature).
2) Submit the form to the Supervising attorney for signature (wet or electronic).
3) Submit the form to the Dean of the Law School for signature (wet or electronic).
4) The supervising attorney must complete, sign (wet or electronic signature) and submit the *Certification of Supervising Attorney* form and submit to the Dean.
5) The Dean of the Law School must complete and sign (wet or electronic signature) the *Certification by Law School Dean* form and submit all 3 forms to the clerk of the Arizona Supreme Court via AZTurboCourt.

STEP 3: Notice of Certification

1) Upon receipt of the completed application and the certification of the supervising attorney and the dean of the law school, the clerk of the Court will send notice of certification to the law school and the State Bar.
2) The supervising attorney must notify the clerk of Court in writing if his/her supervision of the certified limited graduate has or will cease before the date indicated on the certification.
3) The certified limited graduate must designate a substitute supervising attorney by requesting that attorney submit the *Substitution of Supervising Attorney* form completed and signed (wet or electronic signature) by the substitute supervising attorney.

STEP 4: Notify the Supreme Court Clerk's Office of termination under Rule 39(c)(5)(G)

The certification is terminated by the earliest of the following occurrences:
1) Failure to take the first Arizona UBE or the first UBE offered in another jurisdiction for which the law graduate is eligible;
2) Failure to pass the first Arizona UBE or the first UBE offered in another jurisdiction for which the law graduate is eligible or fails to obtain a score equal to or greater than the acceptable score established by the Committee on Examinations;
3) Thirty days after the Court notifies the law graduate of approval for admission to practice and eligibility to take the oath of admission;
4) Admission to practice law;

5) The Committee on Character and Fitness does not recommend the law graduate's admission to practice law;
6) The Court denies admission to practice law;
7) Expiration of 12 months from the date of the law graduate's graduation from law school unless before expiration of the 12-month period and for good cause shown by the law graduate, the Court extends the 12-month period;
8) Notification in writing to the clerk of the Court from the certified limited practice graduate that she or he no longer meets the requirements of the rules;
9) Notification in writing from the supervising attorney that his or her supervision of the certified limited practice graduate will cease fore the date specified in the certification.
10) The dean files notice of the termination with the clerk of the Court;
11) The Court files notice of the termination with the clerk of the Court;
12) One or more requirements for certification no longer exists or the certified limited practice graduate or supervising attorney fails to comply fully with any provision of the rules relating to the program, or any other pertinent statute, rule or regulation.

Questions? Please contact the Arizona Supreme Court Clerk's Office at 602.452.3396 or scclerk@courts.az.gov